

# CITY CLERK

## MISSION STATEMENT

The Office of the City Clerk is a service department within the municipal government upon which the City Council, all City departments and the general public rely on for information regarding the operations and legislative history of the City. The impartial office respectfully serves as the liaison between citizens and the municipal government and keeps them informed of the actions of the City government.

## DESCRIPTION

The City Clerk is an elected official who serves as Clerk to the City Council, Redevelopment Agency, Parking Authority, Youth Endowment Services (YES) Fund Board, Housing Authority and Public Financing Authority. The City Clerk's Office also conducts municipal elections, and consists of four divisions: City Clerk Services; Elections; Legal Advertising; and Records Management.

The City Clerk is charged with maintaining all official records; keeping complete and accurate records of all City Council, Redevelopment Agency, and other related proceedings; maintaining the Burbank City Charter and Municipal Code; conducting all municipal elections as scheduled, as well as any special election

which may be called; filing Campaign Statements and Statements of Economic Interests, as required by the Fair Political Practices Commission (FPPC) and municipal law; publishing all ordinances adopted by the City Council; advertising notices of hearings, bid openings, and other legal notices; administering the Records Management Program and maintaining a comprehensive annual historical collection.

## CHANGES FROM PRIOR YEAR

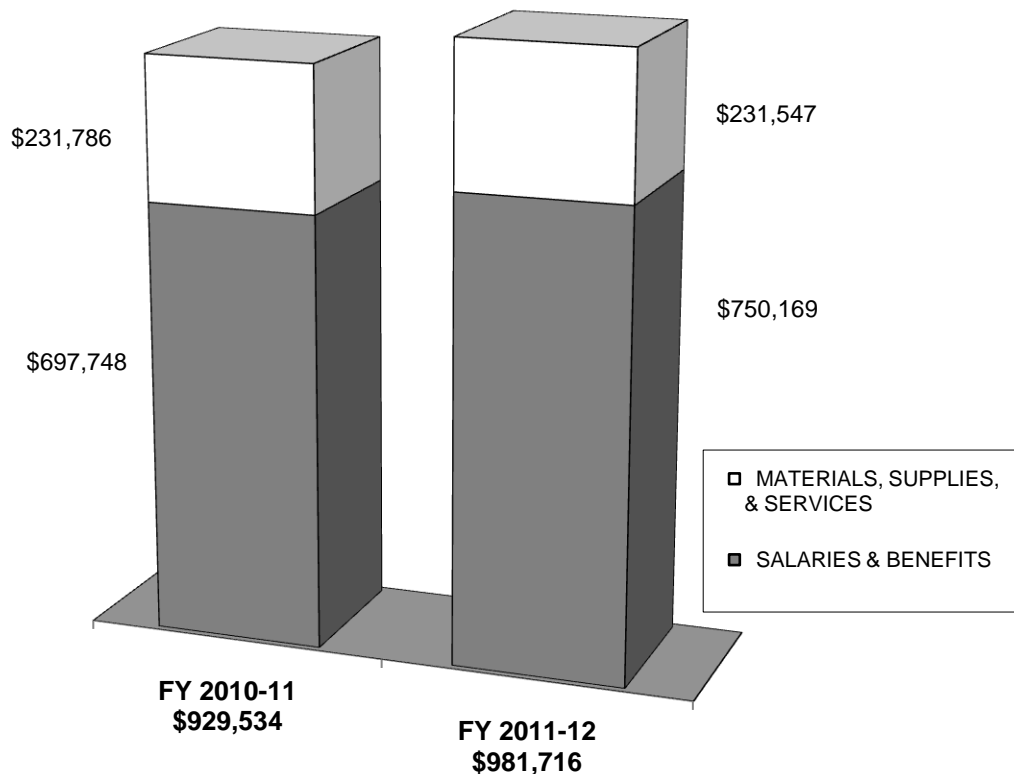
The City Clerk's Office continues to find ways to operate in the most effective and efficient manner. In light of the current budgetary constraints, the Department has maintained its discretionary budget as in Fiscal Year 2010-11.

## DEPARTMENT SUMMARY

	EXPENDITURES 2009-10	BUDGET 2010-11	BUDGET 2011-12	CHANGE FROM PRIOR YEAR
Staff Years	7.000	7.000	7.000	
Salaries & Benefits	\$ 706,016	\$ 697,748	\$ 750,169	\$ 52,421
Materials, Supplies, Services	119,567	231,786	231,547	(239)
<b>TOTAL</b>	<b>\$ 825,583</b>	<b>\$ 929,534</b>	<b>\$ 981,716</b>	<b>\$ 52,182</b>

# CITY CLERK

## *Department Summary*



### **2010-11 WORK PROGRAM HIGHLIGHTS**

- Completed conversion of the Municipal Code to HTML format. Staff is conducting quality checks before making the Code available to the general public.
- Completed the update of the Departmental Records Retention Schedule and conducted initial training with departments in conjunction with the records transfer process.
- Completed a review of the City's Document Imaging Program policies with the Records Management consultant.
- Completed a review of two records management software products, On Base and LaserFiche, in conjunction with Information Technology.
- Conducted a Primary and General Municipal Election for two Council seats, three Board of Education seats and one Ballot Measure.

### **2011-12 WORK PROGRAM GOALS**

- Coordinate citywide training on the Departmental Records Retention Schedule with Records Management Consultant.
- Complete the update of the City's Document Imaging Program policies after the purchase of the new records management software.
- Continue the implementation of the Records Management Improvement Project.
- Continue the revision updates of the Burbank Municipal Code.
- Continue to assist departments seeking to be included into the LibertyNet Electronic Document Imaging/Management System as it is expanded.
- Continue providing excellent customer service to departments requesting records.

# Services Division

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The City Clerk Services Division prepares agendas and minutes for the City Council, Redevelopment Agency, Parking Authority, Youth Endowment Services Fund Board, Housing Authority, and Public Financing Authority, recording and indexing the actions of each, as well as agreements, deeds, franchises, grants, tract maps, and other official documents. All official documents are public documents, and this Division provides access to these records to the public, elected officials and other departments. In addition to serving the public by assisting with information and directions, this Division also maintains the Burbank Municipal Code and implements the requirements of the Fair Political Practices Commission.

## **OBJECTIVES**

- Maintain all official records.
- Post notices of legislative meetings in compliance with the provisions of the Brown Act.
- Prepare and distribute agendas and minutes to elected officials, staff and subscribers, and provide copies at public facilities and on the City's webpage.
- Maintain the Burbank Municipal Code, providing revisions to staff and subscribers as soon as new ordinances become effective.
- Provide the public, City departments, and elected officials with general public information and specific record(s) research.
- Monitor all Statements of Economic Interests as required by the Fair Political Practices Commission and the City's Conflict of Interest Code.

## **BUDGET HIGHLIGHTS**

The Division continues to find ways to operate in the most effective and efficient manner. The discretionary budget has been maintained as in Fiscal Year 2010-11.

## **DIVISION SUMMARY**

	<b>EXPENDITURES 2009-10</b>	<b>BUDGET 2010-11</b>	<b>BUDGET 2011-12</b>	<b>CHANGE FROM PRIOR YEAR</b>
<b>Staff Years</b>	3.250	3.150	3.150	
<b>Salaries &amp; Benefits</b>	\$ 346,039	\$ 329,166	\$ 344,742	\$ 15,576
<b>Materials, Supplies, Services</b>	55,483	60,749	60,839	90
<b>TOTAL</b>	<u>\$ 401,522</u>	<u>\$ 389,915</u>	<u>\$ 405,581</u>	<u>\$ 15,666</u>

# Elections Division

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This Division is responsible for conducting all phases of the election process for local municipal elections, and for any special election that may be called. The Elections Division is also responsible for coordinating voter registration services with Los Angeles County, and monitoring State legislation to maintain appropriate procedures and ensure that Title 3 Chapter 3 (Elections) of the Burbank Municipal Code is updated as necessary.

## OBJECTIVES

- Monitor campaign statement filings to comply with Fair Political Practices Commission regulations.
- Maintain an up-to-date Elections Code.

## BUDGET HIGHLIGHTS

The Elections Division covers the cost of conducting all phases of the election process for local municipal elections, and for any special election that may be called. In light of the current budgetary constraints, the Division did not request the traditional five percent increase to cover inflationary costs associated with the 2013 municipal elections.

## DIVISION SUMMARY

	EXPENDITURES 2009-10	BUDGET 2010-11	BUDGET 2011-12	CHANGE FROM PRIOR YEAR
Staff Years	1.300	1.300	1.300	
Salaries & Benefits	\$ 128,950	\$ 138,310	\$ 146,334	\$ 8,024
Materials, Supplies, Services	1,346	119,406	119,406	
<b>TOTAL</b>	<b>\$ 130,296</b>	<b>\$ 257,716</b>	<b>\$ 265,740</b>	<b>\$ 8,024</b>

# Legal Advertising Division

001CC01C

The Legal Advertising Division arranges for the publication of all ordinances adopted by the City Council, and advertises other legal notices as required by law.

## OBJECTIVES

- Prepare, publish, post and mail notices for all public hearings before the City Council, Redevelopment Agency and related bodies.
- Publish all notices for the Planning Board, bid openings, and other legal notices as required by law.

## BUDGET HIGHLIGHTS

The Legal Advertising account covers the cost of advertisements as required for public hearings, ordinance publishing and other public notices. The Division maintained its discretionary budget to Fiscal Year 2010-11 levels. However, the Division is experiencing a general increase in legal advertising costs.

## DIVISION SUMMARY

	EXPENDITURES 2009-10	BUDGET 2010-11	BUDGET 2011-12	CHANGE FROM PRIOR YEAR
Staff Years	0.400	0.400	0.400	
Salaries & Benefits	\$ 31,515	\$ 36,925	\$ 39,646	\$ 2,721
Materials, Supplies, Services	35,490	35,000	35,000	
<b>TOTAL</b>	<b>\$ 67,005</b>	<b>\$ 71,925</b>	<b>\$ 74,646</b>	<b>\$ 2,721</b>

# Records Management Division

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The Records Management Division administers the Citywide Records Management Program for the entire municipal government, and maintains a historical records collection. The program was established in 1972 to provide an organized program to control utilization, maintenance, retention, preservation and disposition of City records. The objective enabled the City to effectively conduct its business by ensuring that important records are organized and maintained in such a way as to be easily stored, retrieved and identified; providing for the annual transfer of inactive records for storage in the Records Center; helping preserve records with long-term or permanent value as well as records of historical or archival value; protecting records vital to the City in the event of a disaster; and stabilizing the growth of records in offices through systematic disposition of records no longer needed for administrative, legal, fiscal, historical, or research purposes.

## OBJECTIVES

- Maintain the Records Management Program.
- Continue implementation of Records Management Program for the Burbank Water and Power Department.
- Analyze and expand microfilm applications.
- Train departmental Records Coordinators.
- Oversee the implementation of a Document Imaging/Management System to benefit the entire City in records/information management.

## BUDGET HIGHLIGHTS

The Division continues to implement the Records Management Improvement Program as well as maintain and expand the Libertynet Imaging System. The discretionary budget has been maintained as in Fiscal Year 2010-11.

## DIVISION SUMMARY

	EXPENDITURES 2009-10	BUDGET 2010-11	BUDGET 2011-12	CHANGE FROM PRIOR YEAR
Staff Years	2.050	2.150	2.150	
Salaries & Benefits	\$ 199,512	\$ 193,347	\$ 219,447	\$ 26,100
Materials, Supplies, Services	27,248	16,631	16,302	(329)
<b>TOTAL</b>	<b>\$ 226,760</b>	<b>\$ 209,978</b>	<b>\$ 235,749</b>	<b>\$ 25,771</b>

# Services Division

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		EXPENDITURES 2009-10	BUDGET FY 2010-11	BUDGET FY 2011-12	CHANGE FROM PRIOR YEAR
STAFF YEARS		3.250	3.150	3.150	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 236,259	\$ 228,362	\$ 228,065	\$ (297)
60006	Overtime	4,819	3,501	3,501	
60012	Fringe Benefits	102,860	95,803	50,142	(45,661)
60012	Fringe Benefits - Pension			53,770	53,770
60012	Fringe Benefits - Workers Comp			7,764	7,764
60022	Car Allowance	828	1,500	1,500	
60031	Payroll Adjustment	1,273			
		<b>346,039</b>	<b>329,166</b>	<b>344,742</b>	<b>15,576</b>
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62170	Private Contractual Services		\$ 4,200	\$ 4,200	
62300	Special Departmental Supplies	788	1,400	1,400	
62310	Office Supplies	3,321	3,400	3,400	
62440	Office Equip Maint & Repairs	55	150	150	
62455	Equipment Rentals	3,998	4,000	4,000	
62700	Memberships & Dues	565	600	600	
62710	Travel	3,198	1,515	1,515	
62755	Training	2,781	4,500	4,500	
62895	Miscellaneous	555	600	600	
NON-DISCRETIONARY					
62220	Insurance	21,144	22,752	24,177	1,425
62241	Print Shop	72			
62485	F535 Comm Equipment Rental	4,654	4,654	4,654	
62496	F537 Computer Equip Rental	14,352	12,978	11,643	(1,335)
		<b>55,483</b>	<b>60,749</b>	<b>60,839</b>	<b>90</b>
<b>PROGRAM TOTAL</b>		<b>\$ 401,522</b>	<b>\$ 389,915</b>	<b>\$ 405,581</b>	<b>\$ 15,666</b>

# Elections Division

001CC01B

		EXPENDITURES 2009-10	BUDGET FY 2010-11	BUDGET FY 2011-12	CHANGE FROM PRIOR YEAR
STAFF YEARS		1.300	1.300	1.300	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 88,754	\$ 96,244	\$ 96,575	\$ 331
60006	Overtime	1,643	2,238	2,238	
60012	Fringe Benefits	37,878	39,828	20,932	(18,896)
60012	Fringe Benefits - Pension			22,670	22,670
60012	Fringe Benefits - Workers Comp			3,919	3,919
60022	Car Allowance	376			
60031	Payroll Adjustment	299			
		<b>128,950</b>	<b>138,310</b>	<b>146,334</b>	<b>8,024</b>
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62170	Private Contractual Services	\$ 848	\$ 118,856	\$ 118,856	
62310	Office Supplies	289	300	300	
62420	Books & Periodicals	209	250	250	
		<b>1,346</b>	<b>119,406</b>	<b>119,406</b>	
<b>PROGRAM TOTAL</b>		<b>\$ 130,296</b>	<b>\$ 257,716</b>	<b>\$ 265,740</b>	<b>\$ 8,024</b>

# Legal Advertising Division

001CC01C

		EXPENDITURES 2009-10	BUDGET FY 2010-11	BUDGET FY 2011-12	CHANGE FROM PRIOR YEAR
STAFF YEARS		0.400	0.400	0.400	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 21,230	\$ 25,458	\$ 26,136	\$ 678
60006	Overtime	462			
60012	Fringe Benefits	9,626	11,467	6,130	(5,337)
60012	Fringe Benefits - Pension			6,230	6,230
60012	Fringe Benefits - Workers Comp			1,150	1,150
60022	Car Allowance	75			
60031	Payroll Adjustment	122			
		<b>31,515</b>	<b>36,925</b>	<b>39,646</b>	<b>2,721</b>
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62530	Legal Adv / Printing Ordinance	\$ 35,490	\$ 35,000	\$ 35,000	
		<b>35,490</b>	<b>35,000</b>	<b>35,000</b>	
<b>PROGRAM TOTAL</b>		<b>\$ 67,005</b>	<b>\$ 71,925</b>	<b>\$ 74,646</b>	<b>\$ 2,721</b>



# Records Management Division

001CC01D

		EXPENDITURES 2009-10	BUDGET FY 2010-11	BUDGET FY 2011-12	CHANGE FROM PRIOR YEAR
STAFF YEARS		2.050	2.150	2.150	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 126,274	\$ 133,992	\$ 140,265	\$ 6,273
60006	Overtime	204			
60012	Fringe Benefits	72,272	59,355	32,817	(26,538)
60012	Fringe Benefits - Pension			33,182	33,182
60012	Fringe Benefits - Workers Comp			13,183	13,183
60022	Car Allowance	226			
60031	Payroll Adjustment	536			
		<b>199,512</b>	<b>193,347</b>	<b>219,447</b>	<b>26,100</b>
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62085	Professional Services	\$ 4,690	\$ 3,500	\$ 3,500	
62170	Private Contractual Services	10,438	900	900	
62300	Special Departmental Supplies	881	900	900	
62420	Books & Periodicals		168	168	
62440	Office Equip Maint & Repairs		350	350	
62700	Memberships & Dues	460	470	470	
62710	Travel	882	840	840	
62755	Training	3,053	3,150	3,150	
62895	Miscellaneous	66	200	200	
NON-DISCRETIONARY					
62496	F537 Computer Equip Rental	6,778	6,153	5,824	(329)
		<b>27,248</b>	<b>16,631</b>	<b>16,302</b>	<b>(329)</b>
<b>PROGRAM TOTAL</b>		<b>\$ 226,760</b>	<b>\$ 209,978</b>	<b>\$ 235,749</b>	<b>\$ 25,771</b>

# ***CITY CLERK***

## **AUTHORIZED POSITIONS**

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CLASSIFICATION TITLES Full Time	STAFF YEARS 2009-10	STAFF YEARS 2010-11	STAFF YEARS 2011-12	CHANGE FROM PRIOR YEAR
CITY CLERK	1.000	1.000	1.000	
DEPUTY CITY CLERK	1.000	1.000	1.000	
RECORDS MGT COORD	1.000	1.000	1.000	
MUNICIPAL RCDS CLERK	3.000	3.000	3.000	
CLERICAL WORKER	1.000	1.000	1.000	
TOTAL FULL TIME	7.000	7.000	7.000	
<b>TOTAL STAFF YEARS</b>	7.000 (7)	7.000 (7)	7.000 (7)	